



**COUNTY OF LOS ANGELES 8**  
**DEPARTMENT OF HUMAN RESOURCES**  
579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES, CALIFORNIA 90012 /  
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**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

ASSISTANT DIRECTORS  
EDWARD BARROS  
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July 28, 1997

To: Each Department Head

From: Michael J. Henry  
Director of Personnel

Subject: **EMPLOYMENT OF QUALIFIED GAIN (GREATER AVENUES FOR INDEPENDENCE) PROGRAM PARTICIPANTS BY COUNTY DEPARTMENTS AND CONTRACT TEMPORARY PERSONNEL AGENCIES**

At its meeting of July 15, 1997, the Board approved a motion by Supervisor Molina calling for all County departments, Superior and Municipal Courts and contract temporary clerical personnel agencies to give GAIN participants appropriate hiring consideration when filling future temporary and permanent clerical vacancies. Attachment I is a copy of the Board's minute order regarding this new program, which will be implemented on August 1, 1997.

Supervisor Molina's motion was based on new welfare reform legislation coming out of Sacramento and Washington, D. C., which provides time limits on welfare benefits and requires able bodied welfare recipients to work. Under welfare reform, both the public and private sectors are expected to make commitments to provide employment opportunities to welfare recipients. This program will provide a mechanism for County departments and contract temporary clerical agencies to have access to qualified GAIN participants that have completed a program to prepare them for entry level clerical positions.

**IMPLEMENTATION PROCEDURES - COUNTY DEPARTMENTS**

- I All County departments will receive quarterly eligible registers (lists) from the Department of Human Resources (DHR), identifying GAIN participants that have successfully completed the examinations for Clerk and Typist Clerk, administered by the Department of Public Social Services (DPSS). Attachments II and III are the most current eligible registers promulgated by DPSS for these examinations.
- II Departments should canvass the current DPSS lists whenever they require temporary clerical staff or if they intend to fill vacancies for entry level permanent clerical positions

- III. GAIN participants selected for temporary clerical assignments should be hired as hourly "F" sub item employees. The code GAIN, should be entered on the CWTAPPS License Code field on the Licenses screen, ELIC. This will help track Countywide utilization of GAIN participants. (Attachment IV is a sample CWTAPPS Licenses screen showing the correct coding of GAIN participants hired by County departments.) It is very important that your staff follow this procedure for identifying GAIN participants, since DHR will use CWTAPPS to prepare quarterly reports to the Board summarizing your department's utilization of GAIN participants.
- IV. When a GAIN participant's temporary assignment has been completed, he/she should be released (terminated) by the department.
- V. GAIN participants hired on permanent Clerk and Typist Clerk items should be processed in the same manner as all other permanent employees, except that the CWTAPPS coding process for GAIN participants described in item III above should continue to be used. Written confirmation of the permanent appointments should also be submitted immediately to Vivian Iniguez, Human Resources Manager, DPSS, so the Clerk and Typist Clerk (GAIN) eligible registers may be updated.

Please keep in mind that qualified GAIN participants should be appropriately considered whenever you receive CAO authorization to fill entry level clerical vacancies. However, in accordance with Civil Service Rules, first consideration for such vacancies must be given to former County employees on a reemployment list and should be given to County employees targeted for layoff. Furthermore, GAIN participants are to be treated the same as any other County employees. The fact they are welfare recipients in the GAIN program must be kept confidential.

#### IMPLEMENTATION PROCEDURES - CONTRACT TEMPORARY CLERICAL AGENCIES

- I. All contract temporary clerical and office support personnel agencies should be notified, in writing, by the contracting department, that all future agreements will include provisions requiring the contractors to: a) give qualified GAIN participants appropriate hiring consideration when filling vacancies and b) periodically report their efforts to the contracting department.
- II. During the interim, contractors should be requested to consider qualified GAIN participants when filling clerical vacancies, on a voluntary basis. Attachment V is a sample letter you may consider using to notify contractors of the new program and quarterly reporting requirements.

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- III. The new contract language requires that whenever contractors have new vacant positions open for applications or examinations, they are to send notices to DPSS-GAIN Regional Offices indicating position titles, descriptions, minimum requirements/qualifications, anticipated pay rates or salary schedules, locations where applications/requests for applications may be made, final dates of acceptance of applications and any circumstances relevant to the hiring procedures for the positions. For any position that a contractor is continually hiring or accepting applications, the contractor should send a notice to the appropriate GAIN Regional Office(s) no less than once every six months. Attachment VI is a sample of the new language you may want to consider using in future temporary clerical and office support personnel agreements, including the addresses, telephone numbers and fax numbers of GAIN Regional Offices.
- IV. Contractors are to request that all new applicants complete a Voluntary Data Reporting Form (a copy is included with Attachment VI). The forms are to be utilized by contractors when preparing their reports summarizing utilization of GAIN participants.
- V. GAIN participant utilization reports are to be submitted quarterly by contractors to contracting departments, beginning November 10, 1997. Departments are, in turn, to submit the contractor's reports by November 15, 1997, and quarterly thereafter, as follows:

Department of Human Resources  
Attention: Jeffrey Samsom  
555 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

If you have any questions, please call me, or your staff may contact Jeffrey Samsom of my staff at (213) 974-2451.

MJH EB

SBH:jh

Attachments

cc: Each Supervisor  
Personnel Officers